

City of St. Helens
Library Board
Minutes from Monday, June 14, 2021
St. Helens Public Library via ZOOM

Members Present

Becky Bean
Dan Davis
Melisa Gaelrun-Maggi, Chair
Amanda Heynemann, Past Chair
Jessica Sturdivant

Councilors in Attendance

Stephen Topaz

Staff Present

Margaret Jeffries, Library Director
Dan Dieter, Library Board Secretary
Brenda Herren-Kenaga, Reference Librarian

Members Absent

Guests

Rachael Barry
Rob Dunn
Jana Mann
Diana Wiener



CALL MEETING TO ORDER: The meeting was called to order at 7:18 pm by Chair Gaelrun-Maggi.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: N/A

PREVIOUS MEETING MINUTES: Minutes were reviewed and approved.

WELCOME NEW BOARD MEMBERS AND INTRODUCTIONS: All board members and staff present introduced themselves to the new prospective board members, Rob Dunn, Jana Mann and Diana Wiener.

VOTE TO RECOMMEND NEW MEMBERS TO THE CITY COUNCIL: The group discussed recommending all of the prospective candidates to the City Council for approval. A motion was made and seconded and the vote was unanimous.

ELECT NEW VICE CHAIR: The group discussed who might become the new Vice Chair. On July 1, 2021, the new Vice Chair will then become the new Chair and the current Board Chair will become the Past Chair. Member Davis stated that he was

willing to fill this position. A motion was made and seconded and the vote was unanimous.

VOTE FOR NEW MEMBERS TO SERVE TERMS EXPIRING 6/30/2025 – THEIR CURRENT POSITIONS EXPIRE 6/30/2021: The group discussed the current board terms that are unfilled and a motion was made to make a recommendation that, once approved, the three new board members should fill the three available terms that end 6/30/2025. The vote was unanimous.

BOARD MEMBER OVERVIEW – RACHAEL BARRY, CITY OF ST. HELENS GOVERNMENT AFFAIRS SPECIALIST: Rachael Barry presented an overview of the City's vision and mission statements and the 5 goal areas developed by the City Council in 2019. The next presentation was an overview of the City's website with information on how to find minutes from meetings, contact information or available City resources. The next presentation was an overview of the City's Municipal Code that governs the Library and the Library Board, specifically section 2.28. Diana Wiener asked how formal the Library Board is in terms of rules of order. Rachael Barry stated that the Council is more formal than the other boards and commissions. Director Jeffries stated that some of the sections that are under review, including language in the sections for Council Responsibility, Officers, Duties and Powers, and Gifts and Bequests have been reviewed by the current Board and are waiting for approval by City Administrator John Walsh. The group discussed items from the Code: the number of board seats available, the timing of term expiration dates (fiscal year vs. calendar year), the number of unexcused absences before a board member is considered to have resigned, the nature of gifts and bequests, material review panels, and creating or allowing ad hoc committees or subcommittees. The group discussed the possibility of reviewing the Gifts and Bequests section to see if it should be located somewhere else in the Municipal Code. The group discussed having Rachael Barry present an overview of the City's Code of Ethics at the August Library Board meeting.

LIBRARY DIRECTOR'S REPORT: Director Jeffries stated that the Library is continuing to modify hours to allow for more access. Following the State guidelines, we are currently allowing no more than 35 patrons in the building at any one time. The front doors are now unlocked for the hours that we are open, allowing patrons to come in without having to have staff open the door each time. We are still requiring masks and social distancing. The Art's Guild met today on the porch in front of the building. Jana Mann asked how the summer reading program will operate with a limit of how many people (families) can be in the building at one time. The group discussed the online summer reading platform and the change of the Armstrong Room from a 'front desk' to a 'summer reading program central'. The workstation that has been located in the Armstrong Room to allow curbside services will be moved back to where it was on at the front desk. We also have a summer reading program for adults. The summer reading programs will also include some events here at the library. Events for the children's program will be on Tuesdays at 6:00 pm and events for the adult program will be on Wednesdays at 6:00 pm. Many of the activities will be in the pandemic

friendly 'take and make' style. The children's program ends on August 10th, and the adult program ends on August 11th. The Library Assistant's updated job description and salary schedule review has been completed and will go before the City Council next week. The job description has already been approved, which will allow us to post a new position for a part time Library Assistant. We are continuing to plan for the genealogy conference that will be held on September 17th and 18th. The Scappoose Public Library will be offering a special Columbia County Reads program that focuses on the book Hidden Figures (by Margot Lee Shetterly). There will be activities for all age ranges and there are versions of the book available for different reading levels.

CITY COUNCILOR'S REPORT: N/A

BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:

SUMMARIZE ACTION ITEMS:

NEXT MEETING: The next regularly scheduled meeting will be Monday, July 12, 2021 at 7:15 p.m. via Zoom.

ADJOURNMENT: Past Chair Heynemann adjourned the meeting at 9:05 pm.

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Respectfully submitted by:

Library Board Secretary, Dan Dieter

2020-2021 Library Board Attendance Record

P=Present E=Excused Absence U=Unexcused Absence

Date	Bean	Beardslee	Birkle	Davis	Gaelrun-Maggi	Heynemann	Stanko	Sturdivant	VACANT
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020	P	P	P	P	P	E	P		
11-9-2020	P	E	P	P	P	P	P		
12-14-2020	P	P	P	P	E	P	E		
01-11-2021	Meeting Cancelled								
02-24-2021	E	E	-	P	P	P	P		
03-08-2021	P	E	-	P	P	P	P		
04-12-2021	E	E	-	P	P	P	P		
05-10-2021	P	-	-	P	P	P	-	P	
06-14-2021	P	-	-	P	P	P	-	P	